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OLM 4
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MAR 25 1955

25X1A9a MEMORANDUM FOR: [redacted]

John:

Several T/O proposals have reached me recently without the coordination required by current regulations.

I realize that in some instances it is unnecessarily time consuming to actually route the papers to the Comptroller and the Director of Personnel. Perhaps you can ask your staff in such cases to make a telephonic check with these offices. They could then put a sentence in the covering memo, something in the nature of "informal coordination has been effected with the Offices of the Comptroller and the Director of Personnel, and concurrence received."

I do not feel that I should normally take action on matters within the province of my office heads, without having given them an opportunity to comment, and if you will handle this as outlined above, it will permit me to consider the presentations without the necessity of prior additional coordination.

/s/

L. K. WHITE

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